

# **DEPUTY CITY CLERK**

# Purpose:

To actively support and uphold the City's stated mission and values. To assist in planning and implementation of the activities and operations of the City Clerk's office by following the Tempe Way; to support the City's records management program; and to perform a variety of responsible administrative and/or paraprofessional tasks related to the support of the City Clerk's office.

## **Supervision Received and Exercised:**

Deputy City Clerk reports directly to the City Clerk or from other supervisory or management staff.

Exercises functional supervision over clerical staff.

### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Maintains and ensures the uniformity of active and inactive files systems, including document imaging and paper hardcopy, and plans and conducts special active and inactive records projects.
- Provides technical assistance and training regarding procedures, specialized applications of computer programs, resources, and use of forms and information for the records management program to meet the goals of the City.
- Supervise the preparation of minutes and other documents; direct the publication, filing, indexing and storage of all proceedings of the City Council.
- Facilitates City Council meetings by tracking board and commissions appointments; distributing hand-outs for mayor, Council, and staff and summarizes council and committee recorded meetings into minutes format.
- Recommend goals and objectives of policies and procedures of the City Clerk's office.

## CITY OF TEMPE

Deputy City Clerk (continued)

- Oversee and participate in the development of the office work plan; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.
- Assists City Clerk in the development and administration of the office budget.
- Assists the City Clerk in preparing for and conducting municipal elections in accordance with City code, State statutes and Federal regulations. Oversee preparation and distribution of candidate petitions. Assists in preparing Candidate packets.
- Post and advertise official meetings, public hearings, calls for bids and other documents of public interest; maintain affidavit of publications and postings.
- Coordinate office activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Interact with citizens, candidates, management, and staff on a variety of often complex and sensitive issues.
- Assist in the selection, training, coaching and mentoring of staff; provide or coordinate staff training.
- Represents the City Clerk at task force, board and committee meetings.
- Assists the City Clerk with the receipt and processing of petitions, initiatives, referendums or recalls relating to matters pertaining to the City.
- Acts as the City Clerk and coordinates work distribution during the City Clerk's absence.
- Prepares agenda for council meetings, work sessions, and executive sessions and prepares and posts public notices.
- Posts updates to City web-site.
- Provides management level support to department head by performing research on assigned problems or issues; analyzing findings; and developing and presenting reports and recommendations.
- Assist the public and City staff by providing information and research assistance.
- Perform related duties as assigned.

CITY OF TEMPE
Deputy City Clerk (continued)

#### **Minimum Qualifications:**

## **Experience:**

Three years of increasingly responsible administrative support experience, including two years of administrative responsibility. Knowledge of pertinent Federal, State and local laws, codes and regulations related to municipal elections and records management and retention is also required.

#### **Education:**

Equivalent to a Bachelor's degree from an accredited college or university in business or public administration or degree related to the core functions of this position.

#### Licenses/Certifications:

None

### **Examples of Physical and/or Mental Activities:**

(Pending)

## **Competencies:**

(Pending)

Job Code: 334

Status: Exempt / Unclassified